

EMPLOYEE TRAINING RECORD		
TRAINING TITLE If You Have Gone Off Of the Road		
KEY TEACHING POINTS		
HOLD THE WHEEL FIRMLY		
<ul style="list-style-type: none">When one or two of your wheels are off the road, the vehicle will pull in the direction of the shoulder, especially if the surface is soft. Hold the steering wheel firmly to keep your vehicle from going further off the road.If the shoulder is lower than the pavement, your wheel may catch against the edge and hold you there as if you are riding a rail. This can be disastrous if you reach a spot where the shoulder is the same level and your vehicle may veer into oncoming traffic.Size up the situation. Look ahead to see if there are culverts or other obstructions coming up. Notice how wide and soft the shoulder looks. If there is no immediate obstruction, straddle the road's edge, leaving 6 to 12 inches between the wheels on the shoulder and the edge of the pavement.Slow down, but lift your foot off the gas pedal gradually. If you do it abruptly, it can disrupt the car's balance. Should you have to slow quickly to avoid a culvert, for example, brake in a gentle, pumping motion. Keep in mind that your tires are on different surfaces and will respond to braking differently.		
ONE SHARP MOTION		
<ul style="list-style-type: none">When the vehicle has slowed enough for you to feel in control, make a sharp right turn, followed by an immediate left turn toward the pavement. Hitting the pavement edge at a more acute angle will reduce chances that a tire will catch and "rail."You can avoid the entire situation if you always drive 12 seconds ahead of yourself. By seeing where your vehicle will be in 12 seconds, you have enough time to slow down without leaving the pavement if danger arises.		
PRACTICE EVASIVE MANEUVERS		
<ul style="list-style-type: none">Tires have different amounts of grip on different types of surfaces. If you suddenly try to control that grip by braking, accelerating, or steering sharply, your vehicle may react in ways you don't expect.Find out how differing degrees of steering, braking, and acceleration can affect your vehicle's behavior. Practice these maneuvers in a safe place.		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Look ahead to see if there are culverts or other obstructions coming up.		
2 Slow down, but lift your foot off the gas pedal gradually.		
3 When one or two of your wheels are off the road, the vehicle will pull in the direction of the shoulder, especially if the surface is soft.		
4 You can avoid the entire situation if you always drive 12 seconds ahead of yourself.		
5 Tires have different amounts of grip on different types of surfaces.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE